



## EVENT ASSISTANT

### *Position Description and Performance Expectations*

**Effective Date:** February 2019  
**Department:** Development  
**Classification:** Part-time/Hourly  
**Responsible to:** Children's Services Manager

*The position summary describes current duties and responsibilities for which the employee will be held accountable and evaluated upon. The bulleted items represent some, but not all, of the performance measures, which may be used in evaluating performance. Job duties and responsibilities below may change from time to time, at the sole discretion of the organization, as other needs may arise.*

#### **Job Description**

This part-time hourly position reports to the Children's Services Manager and will support the ValleyPBS Development staff with the station's **family events**. The successful candidate must be comfortable working with the public as well as have a strong work ethic and organizational skill set. Applicant must be detail oriented and excel at facilitation of tasks given.

#### **Essential Functions**

- Facilitate specified fundraising and community engagement events for the station.
- Provide event planning assistance and booth space management for events.
- Prepare, organize and maintain supplies for events.
- Coordinate sign ups and volunteers for events.
- Assist in set up/tear down of events.
- Coordinate with community partners involved with events.
- Reserve contractors and rental equipment for events.
- Other projects, as assigned.

#### **Qualifications**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Six months of event planning experience preferred.
- Strong knowledge of Microsoft Office Suite (Word, Excel, Outlook) and comfort with learning new software and systems.
- Ability to lift and carry 20 lbs., stand, stoop, squat, walk, and sit for long periods of time.

- Able to work in the outside elements as they assist with the preparation, facilitation and breakdown of all events.
- Excellent written and verbal communication skills.
- Exceptional interpersonal skills.
- Excellent phone skills and etiquette.
- Ability to work autonomously in a fast-paced environment.
- Ability to set and meet goals, problem-solve, and follow through on multiple, simultaneous assignments.
- Must be very detail-oriented and organized.
- Ability to interface effectively and positively with all levels of the organization.
- Excellent attendance, punctuality and dependability.
- Must be able to work select evenings and weekends.
- Bilingual and bi-literate in English/Spanish preferred, not required.

#### **Certificates, Licenses, Registrations**

- Must have valid CA driver's license, clean DMV record, and pass a background check.
- A degree or enrollment in a program related to Communications, Marketing or Event Planning is preferred, but not required.

**Application Materials:** Applications will be accepted and reviewed until the position is filled.

Please include:

1. A completed ValleyPBS application form, which can be found at [valleypbs.org](http://valleypbs.org).
2. Cover Letter
3. Resume with current references.

Qualified applicants are encouraged to send application materials to:

Jordan Escobar  
Children's Services Manager  
ValleyPBS  
[jescobar@valleypbs.org](mailto:jescobar@valleypbs.org)